

YOUTH SERVICES POLICY

Title: Risk Management Next Annual Review Date: 03/10/2010	Type: A. Administrative Sub Type: 1. General Number: A.1.7
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References: ACA Standards 2-CO-1B-11 (Administration of Correctional Agencies) and 4-JCF-6B-02 (Performance-Based Standards for Juvenile Correctional Agencies); La. R.S. 39:1527 through 39:1549; Division of Administration's Office of Risk Management Exposure Reporting Manual; Catalog of Insurance Coverages and Services; Procedures Manual for Insurance Requirements in Contracts, Indemnification Agreements; Insurance Information Notices; YS Policies A.4.1 "Contract Manual" and C.5.1 "Performance Data and Information"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 03/10/2009

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405.

II. PURPOSE:

To establish policies and procedures for providing insurance coverage and for reporting all accidents, property damage and injuries sustained where the state may be liable for damages.

III. APPLICABILITY:

Deputy Secretary, Undersecretary, Deputy Undersecretary, Assistant Secretary, Deputy Assistant Secretaries, Facility Directors, Regional Managers, Central Office Purchasing staff and YS Risk Management Clerks . Each Unit Head is responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

IV. DEFINITIONS:

Unit Head - Deputy Secretary, Undersecretary, Deputy Undersecretary, Assistant Secretary, Deputy Assistant Secretaries, Facility Directors, and Regional Managers.

YS Central Office - Offices of the Deputy Secretary, Undersecretary, Deputy Undersecretary, Assistant Secretary, Deputy Assistant Secretaries and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that all units follow all laws, rules, policies and procedures developed by the Office of Risk Management and all insurance information notices to preserve and protect the assets of the State of Louisiana.

VI. PROCEDURES:

- A. The Office of Risk Management (ORM) Exposure Reporting Manual, Catalog of Insurance Coverages and Services, Procedures Manual for Insurance Requirements in Contracts and Indemnification Agreements and Insurance Information Notices are the official promulgation of policies and procedures for all state agencies for incidents which may give rise to a claim against the state.
- B. All incidents which may result in an insurance claim must be supported by an Incident Report in compliance with YS Policy No. C.5.1 "Performance Data and Information."
- C. Contractors providing social services to YS shall also provide insurance coverage as outlined in YS Policy No. A.4.1 "Contract Manual."
- D. Central Office Purchasing has overall supervision for risk management claims and will ensure applicable laws and policies are complied with through proper procedures and thorough investigation of all incidents which may give rise to a claim against the state.
- E. Each Unit Head shall designate a Risk Management Clerk who is responsible for reporting all incidents to the Central Office Purchasing office within 48 hours or as required by the Office of Risk Management. The Unit Head shall also ensure that the Risk Management Clerk has the assistance and cooperation from employees for the proper reporting of incidents and preparation of required documentation for insurance claims.

Previous Regulation/Policy Number: A.1.7

Previous Effective Date: 10/29/2004

Attachments/References: